Paul Weidner, Financial Training Department

Dear Colleagues:

Growth of 68% and 70% over last year

These are not increases in the Dow Jones Industrial Average or TIAA-CREF, but the growth experienced by Financial Training from FY00 to FY01 in training sessions (68%) and end-user attendance (70%). Financial Training has delivered more training to more individuals this fiscal year than any prior year. And next fiscal year looks just as promising. I would like to take this opportunity to review the past fiscal year, as well as discuss some plans for the upcoming fiscal year.

Ben Pays - Accounts Payable Imaging

FY01 started off with the delivery of implementation training for the release of BEN Pays-Accounts Payable Imaging. The initial demonstration training sessions, over 30 in number, designed to target the entire FinMIS Purchasing user base, reached over 800 end-users in approximately 2 months. Imaging greatly improved the hold resolution process and has resulted in greater business efficiencies. In response to user demand, we supplemented the demonstration training by developing a hands-on training course.

BEN Balances - Budget Journal Entry

In what has been widely received as a tremendous functional enhancement, BEN Balances-Budget Journal Entry was released in October 2000. Over 500 end-users attended the hands-on training course for the new Budget Journal Entry form, a course that received exceptional reviews. Entering a budget has never been so easy.

BEN Reimburses

In addition to our work on the development teams and in designing training for these University wide releases, we also assisted with the development and pilot training of BEN Reimburses, a web-based travel and entertainment reimbursement system.

Instructions: The following 5 questions can be answered based solely on information contained in this issue of The Bottom Line. To participate in the contest, please submit your answers to Jim Riley via email at jriley@pobox.upenn.edu. Please note that entries will only be accepted via email! The fifth and tenth entries to correctly respond to all five questions will receive a Faculty Club membership for one year, starting September 1, 2001.

1. What are the 5 departments that report to the Office of the Treasurer?
2. What courses are being offered by the Financial Training Dept. on Wednesday, June 20, 2001?
3. By what date and time must all C-forms be received by Accounts Payable in order to be processed in the current Fiscal Year?
4. What are the 3 new HR Compensation forms that are now available on the Payroll website?
5. What is the main phone number for the Financial Training Department?

Eligibility: BEN Reps, Access Administrators, members of current BEN project teams, members of the Financial Training Department, and previous winners are prohibited from winning this contest.
Important Financial Web Pages

Vice President for Finance
http://www.finance.upenn.edu/

Center for Technology Transfer
http://www.upenn.edu/ctt/

Comptroller
(Includes General Accounting, Payroll, and Accounts Payable, along with a comprehensive "Forms" library)
http://www.finance.upenn.edu/comptroller/

Financial Training Department
http://www.finance.upenn.edu/ftd/

Research Services
http://www.upenn.edu/researchservices/

Risk Management
http://www.finance.upenn.edu/riskmgmt/

Student Financial Services
http://www.sfs.upenn.edu

Treasurer
(Includes Cash Management, Cashiers Office, Central Gifts, Construction Finance, Trust Administration)
http://www.finance.upenn.edu/treasurer/

Information Systems & Computing
http://www.upenn.edu/isc/

Business Services
http://www.upenn.edu/bus-svcs/

Acquisition Services
http://www.purchasing.upenn.edu

Business Enterprise Network
http://www.finance.upenn.edu/comptroller/ben/

BEN Reps
http://upenn.magpage.com/tools/reps/

BEN Helps
http://www.finance.upenn.edu/comptroller/ben/benhelps/index.shtml

Senior Business Officers
http://www.finance.upenn.edu/comptroller/FinMIS/structure/SBO/index.shtml

Association of Business Administrators
http://www.upenn.edu/aba


Want to Share Your Expertise With New Employees?

Have you considered 'Proctoring' a FinMIS Training session? Proctors are an invaluable part of the FinMIS training experience. If you would like to consider proctoring a future FinMIS program; day, week or the full two weeks (half days only), please e-mail murrayb@pobox.upenn.edu or jriley@pobox.upenn.edu. The Trainer will guide you every step of the way. It's a win-win situation for all involved.
As we approach the fiscal year-end, we would like to remind you about the timely transmittal of gifts made to the University of Pennsylvania. It is imperative that all gifts be sent immediately to the Office of the Treasurer, 433 Franklin Building/6205.

The deadline for transmitting gifts to Central Gifts Processing (CGP) for FinMIS end of fiscal year processing is Tuesday, June 26th at 12:00 noon. Early transmission of gifts will guarantee June month-end and FY'01 inclusion in FinMIS. As always, exception processing will be determined on a case-by-case basis.

Security gift inquiries, acceptances, and dispositions, are the responsibility of the Office of the Treasurer. Please direct donor and broker inquiries and all correspondence, including postmarked envelopes and/or private courier (e.g. FedEx) packages, promptly to Trust Administration (TA) at the address listed below.

In the event that a gift is received for which a fund does not exist, the gift should still be forwarded to the Office of the Treasurer with instructions that it be deposited into the Gift Suspense account. It is the responsibility of the School/Center to follow up with its Business or Development Officer to ensure that, if a new fund is required, the necessary steps are taken.

All requests for adjustments and reallocations must be submitted in writing to CGP (cash) or TA (securities) and include all supporting documentation. All required accounting entries will be completed by the Office of the Treasurer.

Contact your Development Officer for information regarding the Development schedule for June 30th GIFT DATE processing which is not associated with financial postings. All June GIFT DATE requests for gifts transmitted in July must be accompanied by the postmarked envelope and any original letters pertaining to the gift. Should you receive hand-delivered checks from a donor or messenger, please document the date of receipt and method of delivery. These gifts and subscriptions should be forwarded to CGP by way of the Gift and Subscription Transmittal Form (forms and instructions for completing forms may be obtained from the Treasurer's Office website at: http://www.finance.upenn.edu/treasurer/centralgifts/centralsub1/index.shtml

If you have any questions, please contact:

Central Gifts Processing
Reginald Battles
Email: penngift@pobox
Phone: 215-898-9671
Fax: 215-573-5118

Trust Administration
Bobbie Coats
Email: gifts@pobox
Phone: 215-898-7254
Fax: 215-573-5118

Thank you for your cooperation.
The Cashier’s Office would like to remind you of the Deposit of Cash Receipts Policy #1504.

**Purpose:**
To establish sound cash management practices and safeguard cash receipts against theft or loss.

**Policy:**
1. All cash and checks received payable to The Trustees of the University of Pennsylvania are to be deposited with the University Cashier on the day of receipt. Cash or checks received over the weekend should be deposited on the next business day. Cash depositors are required to wait for a receipt from the cashier at time of deposit.

2. It is the responsibility of the Financial Administrator to reconcile deposit accounts on a timely basis.

3. The University of Pennsylvania is required, under section 60501 of the Internal Revenue Code, to file Form 8300 (Report of Cash Payments in the amount of $10,000.00 or greater) within 15 days of receipt of cash from an individual or corporation in one or more related transactions.

For additional cash policies, please visit the Vice President for Finance and Treasurer’s web-site at:
http://www.finance.upenn.edu/vpfinance/fpm/

Additionally, we would like to take this opportunity to remind you of the following:

- All checks must be properly endorsed with an endorsement stamp approved by the Treasurer's Office. If you need to order an endorsement stamp, please contact the Office of the Cashier at 898-7258.

- All deposits being submitted to the Cashier's Office must include a calculator tape showing the total deposit of checks and total deposit of cash. Additionally, checks must be submitted in bundles of no more than 100 checks per batch. For cash deposits, individuals must wait for a receipt from the cashier.

- Foreign items, not drawn on a domestic bank, must be submitted on a separate deposit form. Once collected, the cashier's office will complete the pending deposit form and will send the receipt to you. Please be advised that bank fees have been exceeding the face value of smaller checks, thereby, forcing the University to establish a $100.00 minimum on all international checks.

- Please note that the Records Retention Schedule has recently changed. Schools/Centers must retain copies of checks for five years not seven years. For more information on the retention schedule, please visit:
http://www.archives.upenn.edu/RecordsRet/entry.html

- Cash should be physically protected through use of vaults, locked cash drawers, cash registers, locked metal boxes, etc.

- Please note that someone other than the custodian (i.e., business administrator/director) of the petty cash fund must approve (sign and emboss) petty cash reimbursement forms. The Cashier's Office will not honor any cash disbursement request that is not properly approved. If schools/centers do not adhere to the policy, Audit & Compliance will be notified accordingly.

Additionally, we noticed several petty cash expenditures charged to object code 1140. This is not an appropriate object code for petty cash expenses; all petty cash expenditures must be charged to an expense object code 5xxx.

To obtain more information on the Cashier's Office, please visit the web-site at:
http://www.finance.upenn.edu/treasurer/cashier/

If you have any questions, please give the Cashier’s Office a call at 8-7258. Thank you for your cooperation!
While you're busy this summer preparing for the next academic year and finalizing activities from the last, the BEN Project Team will be preparing for the launch of the BEN Financials upgrade, targeted for later this year. This article describes what you can expect from the upgraded BEN Financials and how the enhancements will make operations easier.

**BEN Financials**

As you may already know, BEN Financials will be upgraded during the coming year, with new features that build on those that are familiar to you. Certain features in the new release will be common to all three BEN Financial applications, BEN Balances (general ledger), BEN Pays (accounts payable), and BEN Buys (purchasing), and include:

- An enhanced graphical interface accessible from your web browser with a look and feel that is similar to current BEN features like Budget Journal Entry, and with additional improvements, such as:
  - An integrated tool bar;
  - Highlighting of required fields;
  - Tabs similar to those used in spreadsheets;
  - The ability to export data shown on screen in spreadsheet format to Excel;
  - The ability to view invoice images right from the Invoice Inquiry screen;
  - Report output that will be more easily viewed from your web browser; and
  - A "re-query" button, available on some screens, that will allow you to repeat the last query without re-entering query parameters.

You will see no changes to many of the existing, proven features; the BEN Project Team is building on what is already well known. These features include:

- A single sign-on to access the three integrated applications;
- The same data, history, prior transactions, and chart of accounts; and
- Unchanged access to, and use of, current web Imaging "working folders" for handling P.O. invoice holds and C-Forms.

With the exception of BEN Buys purchasing activities, no major changes will be made to existing business procedures either.

**BEN Financials Home Page**

The BEN Financials Home Page will allow for easy access to all three BEN Financial applications from a single point.

A "Navigator" section on the screen will list the responsibilities to which you have access, and you will be able to customize the remainder of the screen to display various messages and add other related links.

**Feature Enhancements to BEN Balances**

The BEN Project Team will expand and enhance each of the BEN Financials applications. Among the changes to expect for BEN Balances are:

- Expanded "drill down" capability in account inquiry to view the entire journal batch, not just a single journal line;
- More flexible account inquiry to view all balance types (e.g., fytd, ptd, pjtd) without having to repeat the query; and
- Full view of the 26-digit account number on journal entry and account inquiry screens.

**Feature Enhancements to BEN Pays**

For BEN Pays the primary enhancements you’ll notice will result from the ease-of-use features made to BEN Financials as a whole. No changes are planned for handling P.O. invoice holds, although a great new feature will enable you to view invoice images from the application, without having to navigate to a separate web page. The Accounts Payable Department will also gain additional capabilities.

**BEN Buys and the Penn Marketplace**

As you've begun to hear, an electronic commerce capability will be added to BEN with the upgrade. In the new "Penn Marketplace" you'll be able to shop for the supplies, materials, and equipment you need from a collection of electronic catalogs, featuring tens of thousands of Penn-specific items, marketed by dozens of suppliers. The Marketplace functions are actually part of a separate application, with its own graphical look and feel, but they are smoothly integrated with familiar BEN Buys functions.

The browsing and selection process in the Penn Marketplace will be similar to online shopping experiences at sites such as...
Amazon.com, using the now common "shopping cart," with the ability to select items from different suppliers. So, for example, if you need chemicals from EMSCO, a copier from IKON, laboratory equipment from Fisher Scientific, and a chair from Covington, you add each to the shopping cart. BEN Buys will convert this information into one electronic requisition and forward it for necessary approvals.

Once the requisition is authorized, BEN Buys will automatically create separate purchase orders for each of the suppliers (EMSCO, IKON, Fisher Scientific, and Covington from the example above), route them for approvals, and forward them directly to the suppliers. By combining the convenience of the Internet with new purchasing features, BEN Buys will make it easier to buy the products and services you need, while reducing acquisition costs and improving supplier relationships for the University.

An ever-growing selection of the suppliers you use most often are participating in the Penn Marketplace. They’re listed on the Acquisition Services web site at www.purchasing.upenn.edu/Business/Penn_Marketplace_supplier_recruitment.asp. (You’ll be prompted to enter your PennNet ID and password.) Acquisition Services has negotiated contracts with these suppliers to offer their products and services at the "least total cost." Negotiations with additional suppliers are ongoing.

If you happen to notice that a supplier with whom you work is missing from the list, please notify your BEN Rep. Also, you may want to discuss with the supplier the benefits of joining the Penn Marketplace. Participating suppliers’ products will gain exposure before the University-wide audience and will benefit from BEN Financials’ streamlined process for placing orders and paying invoices. And you’ll benefit by having an easier way to purchase your supplies electronically from the suppliers with whom you’ve developed relationships.

The Electronic Commerce Advisory Board (eCAB), a group of experienced users from Schools and Centers, has provided input and feedback throughout the design phase of the development process. Many of the group’s recommendations have already been incorporated into the application. By the time BEN Buys rolls out, we will have:

- Simplified the data entry functions;
- Better organized information for ease of access; and
- Improved the prompts and messages.

The E-Commerce Team has begun meeting with Schools and Centers to gather more specific information on ways to enhance and streamline processes and to learn about local purchasing hierarchies. In the meetings to date, the Team has received many favorable reactions from BAs on the features of BEN Buys. Specifically the BAs have been positive about:

- The look and feel;
- Searching for an item across a variety of suppliers;
- The extensive range of items to be available; and
- The ability to apply an account number to all items on the order.

They have also stressed the importance of complete training and solid support to achieve a smooth transition.

The BAs have recognized the value of BEN Buys' self-service capability, which will help us streamline our business operations. With self-service, the person who needs a particular product will be able to browse the Penn Marketplace, review various product options, compare pricing, and ultimately make a more informed buying decision. Individual Schools and Centers are examining feasibility, impact, and timeframes for enabling self-service in their areas once the initial BEN Financials launch has taken place.

Through these meetings, the E-Commerce Team is developing a greater understanding of the way each School and Center operates its procurement function, and Schools and Centers are developing a clearer picture of how to incorporate BEN Buys fully into business operations.

BEN Financials Training and Support

BEN Teaches

To ensure that the University community is ready for the BEN Financials upgrade, the Financial Training Department will begin modular training sessions this fall. Through these BEN Teaches modules, you’ll be able to learn the aspects of BEN Financials that relate to your job function, often with hands-on classroom activities using the actual application. The class schedules will be flexible, so staff members may schedule training that works around their assignments and their organization’s needs.

BEN Helps

BEN Helps is also gearing up for the BEN Financials upgrade. As always, the Financial Support Providers (FSPs) will be the first in the campus community to be trained on the new features, so that when you need help, it will be available.

BEN Helps Update

In its first month of operations, BEN Helps, the enhanced support system for financial and business applications, received 275 calls from users, and FSPs entered 110 new problems into the database. More than 90 percent of the calls were about BEN Financials; the others were about Travel and BEN Reports. Feedback to date has been favorable, and many users report that they expect to make greater use of BEN Helps after the BEN Financials upgrade takes place. In the meantime, remember that BEN Helps is ready to assist you. Simply call 6-HELP and ask your question.
BEN Reimburses Pilot Update

A pilot for BEN Reimburses, the new application for submitting, reimbursing, and tracking travel and entertainment expenses electronically, is currently underway at Annenberg School of Communications. The BEN Project Team is gathering feedback on the entire workflow and reimbursement process across faculty, staff, and students, representing Annenberg’s travelers, reviewers, approvers, and other administrators.

Along with exploring the BEN Reimburses expense management system and potential changes to Penn processes, the pilot also introduced a new corporate credit card. Approved charges made using the new card will be paid directly by Penn and not billed to the traveler.

Stay Tuned for Future Developments

In the next few months, you’ll learn more specific details about training plans and receive more information on how BEN Buys will work, from log-on through the approval processes. As always, you can obtain additional information on the web and through your BEN Rep.

Enjoy your summer, and thanks to everyone for their continued cooperation and enthusiasm.

Hardware and Software Requirements for BEN Financials

**Windows**:  
- Windows 95/98/NT are all supported.
- Windows 2000 (SP1) is supported, but only with "Power User" or "Administrator" privileges.

**Macintosh**:
BEN Financials and BEN Pays Invoice Imaging:
To use BEN Pays, BEN Balances, and/or the full complement of BEN Buys capabilities, you will need this configuration:
- Native MacOS is **not** supported. Must use G3 (or better) with Virtual PC (2.1.3 or 3.1)  
  Recommended: at least 64MB be allocated to Virtual PC

BEN Requisitions and the Penn Marketplace:
If you will not be using the complete BEN Financials, but will only be creating requisitions via the new electronic commerce capabilities of BEN Buys, the following Macintosh configuration is supported:
- Native MacOS (version 9.0.4) is supported.
- Requires Mac OS Runtime for Java (MRJ) version 2.2.3 or 2.2.4

**Stay Tuned for Future Developments**

In the next few months, you’ll learn more specific details about training plans and receive more information on how BEN Buys will work, from log-on through the approval processes. As always, you can obtain additional information on the web and through your BEN Rep.

Enjoy your summer, and thanks to everyone for their continued cooperation and enthusiasm.
Effective July 1, 2001, American Express will begin accessing a $12 service fee for each ticket issued. Our peer institutions have already implemented similar service fees ranging from $8 to $20 with their respective travel providers.

Historically, travel agencies did not have to charge transaction fees because they were compensated in the form of commissions from airlines, Amtrak, hotels and car rental companies. However, these commissions have been steadily declining and travel agencies, in the last several years, have been forced to start charging fees for services that were once provided "free of charge."

The University will reimburse travelers for these service fees. Service fees will be charged for the issuance of an airline or Amtrak ticket at the time of ticketing. In order to be reimbursed for this fee you must provide the original passenger receipt coupon and a copy of the itinerary invoice showing the service fee of $12.00. Service fees are allowable costs and can be paid for by federal funding sources as well as departmental funds. They are considered a "cost of doing business" in today's travel industry environment.

You can minimize the impact of these fees by following the guidelines listed below:

**Airline tickets:** Since all agencies charge service fees, you can minimize the impact of these fees by using Penn's preferred agency, American Express, and traveling on Penn's preferred suppliers such as US Airways and American Airlines.

<table>
<thead>
<tr>
<th>Ticket purchased through...</th>
<th>American Express</th>
<th>Another Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Airways ticket to Boston</td>
<td>$600.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Penn's discount</td>
<td>34.00</td>
<td>Service Fee*: 15.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>566.00</td>
<td>$615.00</td>
</tr>
<tr>
<td>Service fee</td>
<td>12.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$578.00</td>
<td>$615.00</td>
</tr>
</tbody>
</table>

* Average service fee in PHL

Amtrak tickets: You can minimize the impact of these fees when purchasing Amtrak tickets by using the Amtrak Quik-Trak machine in the Student Service Center in the lobby of the Franklin Building. (see more information in the next section). To encourage usage of the Amtrak Quik-Trak machine on campus, effective July 1, 2001, you can use a Penn procard for Amtrak tickets in the machine.

The University's policy of not reimbursing service fees charged by other travel agencies will remain in effect.

For additional information on Penn's preferred airlines, click [http://www.finance.upenn.edu/comptroller/travel/how/pref/preferred.shtml](http://www.finance.upenn.edu/comptroller/travel/how/pref/preferred.shtml)

**Travel Authorizations for Tickets being billed to the Airline Central bill account**

This is a reminder that Business Administrators must get Travel Authorization forms back to American Express within 24 hours or the fare cannot be guaranteed. The fax number for returning Travel Authorizations is 573-5635.

If you have any questions about a reservation call American Express immediately at 898-9439 or the Travel Office at 898-3307.

Don't jeopardize the fare... respond immediately.

**Amtrak Quik-Trak Machine**

Don't forget Amtrak's self-ticketing machine is here on campus. The machine is called a Quik-Trak machine and it is located in the Student Administrative Service Center, the 24 hour main floor facility in the Franklin Bldg., 3451 Walnut Street.

This Amtrak Quik-Trak machine is the same as those self-ticketing machines located at 30th Street Station. Faculty, staff and students will be able to make reservations using the machine itself or on the Amtrak website at [http://www.amtrak.com](http://www.amtrak.com). Just enter your credit card, punch in your reservation or reservation number and your Amtrak ticket is generated. It is as easy as operating an ATM machine.

Amtrak tickets can be issued for most reservations between Philadelphia, New York and Washington, D.C. by using this self-ticketing machine...even student discounts. So, don't stand in line at 30th Street Station anymore... get your tickets here on campus!
Amtrak Guest Rewards Program

As a member of the Amtrak Guest Rewards program, you earn points every time you travel on Amtrak. As your points accumulate, you may select from a variety of rewards: free travel on Amtrak, hotel and car rental awards, airline miles, and gift certificates from nationally known retailers.

To enroll, you can:
1) click on this web site and complete the online enrollment form http://www.amtrakguestrewards.com/
2) call 1-800-456-9354; or
3) pick up an application form at the Amtrak Quik-Trak machine in the Franklin Bldg.

If you take an Amtrak trip within 90 days of your enrollment, you'll receive an enrollment bonus of 500 points when you sign up online.

American Express Corporate Card Delinquency Fees

Effective March 1st, 2001, there will be a change to the Delinquency Fee Assessment on all American Express Corporate Card Products. When an account reaches 60 Days past due, Corporate Services will charge a Delinquency Fee, of 2.75% or $15, whichever is greater, on all delinquent balances including 30 and 60 days.

The minimum overdue balance must be $50 or greater and the balance must reach 60 Days outstanding prior to American Express assessing a Delinquency Fee. Current state exceptions & rates will continue to apply. The account must reach a 60 Day past due status for a Delinquency Fee to be assessed. As is the current practice, if an account is 30 Days past due and a Card member remits full payment for the outstanding balance, a Delinquency Fee will not be assessed.

To avoid any delinquency fees, be sure to submit your requests for reimbursement in a timely manner. Delinquency fees are non-reimbursable.

American Express corporate card program... inactive cards

In June, American Express will be sending out letters to Penn employees who have not used their corporate cards in over a year. There is a cost of supporting corporate credit card programs and, if our travelers have elected to use personal cards, American Express will cancel inactive corporate credit cards.

If you wish to retain your corporate card, just follow the instructions listed below in the letter and your card will remain active.

(Card member Name)
(Billing Address)
(City, State and Zip Code)

RE: (Card member Corporate Account Number)

Dear (Card member Name),

A recent review of your account by American Express shows that you haven't used the American Express Corporate Card provided by the University of Pennsylvania in over a year.

Cards that are not being used create an unnecessary administrative expense for American Express. To maximize the benefit of services between American Express and the University, individuals that have not used their cards in the last twelve (12) months will have their cards canceled on July 31, 2001.

If you do not want your account canceled, please fax this letter to Tracy Taylor at American Express at (800) 681-9547, no later than July 15, 2001 to prevent your account from being canceled.

Regards,
Tracy Taylor
Account Representative

Club Quarters

Club Quarters is a low cost hotel alternative in cities such as Philadelphia, Boston, New York, Chicago, Washington, D.C. and London and Club Quarters now has a new web site. Click on http://www.clubquarters.com for information on Club Quarters properties, locations and reservations. Penn's log-on ID is "University of Pennsylvania" or "Penn."

For information on Penn's preferred pricing at Club Quarters, click on the Travel Office web site at http://www.finance.upenn.edu/comptroller/travel/how/hotel/.

Purchase of Alcohol

A reminder to everyone out there that you cannot buy wine or alcohol in New Jersey or any other state and transport that alcohol across state lines for University sanctioned or sponsored events being held in Pennsylvania.
Travel and Entertainment Policy

Effective July 1, 2001 we have made the following changes to the travel and entertainment policy:

2363 Receipt Requirements

Airline/Rail

The original passenger coupon or passenger receipt from an airline or rail ticket must be attached to the Expense Report in order to be reimbursed. Boarding passes or itinerary/invoices are not necessary when providing the original passenger receipt coupon. However, boarding passes are required with electronic tickets (see section below).

If using an electronic ticket (or ticket purchased on the web), it will be necessary to provide:
1) some proof of purchase such as a credit card receipt or itinerary/invoice; and
2) boarding passes issued at the time of travel to provide the necessary documentation that the trip occurred.

If you have incurred a change or cancellation penalty, the traveler should attach any supporting documentation along with an explanation of the circumstance causing the change or cancellation.

2364 Per Diems

Per diem adjustments

If someone is claiming per diem but submits a receipt for a business meal, a deduction in the per diem amount should be made using the percentages listed below. If a meal is provided as part of a registration fee for a conference and the traveler is claiming per diem, a deduction in the per diem amount should be made as well. A meal provided by a common carrier (such as an airline) or a complimentary meal provided by a hotel does not affect your per diem reimbursement.

<table>
<thead>
<tr>
<th>Meal</th>
<th>Percentage of total per diem meal rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>20%</td>
</tr>
<tr>
<td>Lunch</td>
<td>20%</td>
</tr>
<tr>
<td>Dinner</td>
<td>60%</td>
</tr>
</tbody>
</table>

You can only request a meal per diem if your travel status is more than 12 hours.

2357 Other Transportation

Because trains, service and pricing has changed recently on Amtrak offering service on the northeast corridor the Travel Policy #2357 entitled "Other Transportation." The new language is listed below:

Coach class should be used on passenger railroads.

Reserved/unreserved trains. Reserved and unreserved commuter trains on the northeast corridor should be used for most Amtrak travel. Coach class on these trains is the least expensive mode of rail transportation and is the most appropriate for the vast majority of Penn travelers. "Coach Class" and "Business Class" (reserved seating) is permitted on these trains.

Metroliner Service. It is up to each department to determine if it is appropriate for someone to travel on a metroliner train. Please note that metroliner service is approximately twice as expensive as reserved/unreserved trains while only marginally faster. If Metroliner service is deemed appropriate, "Metro Coach" is the permitted class of service. "Metro First" is considered first class and requires additional approval.

Acela Service. Acela service is the new high-speed line. Acela service is encouraged between Philadelphia and destinations north of New York such as New Haven and Boston because it is less expensive than the cost of an airline ticket. Appropriate usage of Acela service between Philadelphia, Washington, DC and New York is the responsibility of each department and these trains should only be used when time is of the essence. "Express Business" would then be the acceptable coach class of service. "Acela First Class" is not reimbursable unless specifically authorized and an additional approval is provided.

Roomette accommodations may be used for overnight travel, when appropriate.

Amtrak Terminology and what is reimbursable

With the new Acela trains on the northeast corridor some of the class-of-service terminology has changed. Listed on the following page are the trains for which the new terminology applies and the corresponding pricing between Philadelphia and New York. "Express First Class" and "Metro First" additional collection fees are non-reimbursable unless an additional authorization and an explanation are provided.
### Trains Type of Service Avg cost PHL --> NYC (one-way) Reimbursable Amount

<table>
<thead>
<tr>
<th>Trains</th>
<th>Type of Service</th>
<th>Cost</th>
<th>Reimbursable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acela Express (high speed reserved)</td>
<td>Acela Express First Class</td>
<td>$91 plus 45</td>
<td>$91</td>
</tr>
<tr>
<td></td>
<td>Acela Express Business</td>
<td>$91</td>
<td>$91</td>
</tr>
<tr>
<td>Metroliner (reserved service)</td>
<td>Metro First</td>
<td>$83 plus $44</td>
<td>$83</td>
</tr>
<tr>
<td></td>
<td>Metro Business (coach)</td>
<td>$83</td>
<td>$83</td>
</tr>
<tr>
<td>Acela Regional (reserved service)</td>
<td>Business class</td>
<td>$44-48 plus $19</td>
<td>$63</td>
</tr>
<tr>
<td></td>
<td>Coach class</td>
<td>$44-48</td>
<td>$44-48</td>
</tr>
<tr>
<td>Northeast Direct (reserved and unreserved service)</td>
<td>Business class</td>
<td>$44-48 plus $19</td>
<td>$63-67</td>
</tr>
<tr>
<td></td>
<td>Coach class</td>
<td>$44-48</td>
<td>$44-48</td>
</tr>
</tbody>
</table>
The Comptroller's Office is in the process of reviewing accrual amounts that appear to be inappropriate and making corrections. We may be contacting you for assistance and appreciate your cooperation.

### Appropriate Use of Transfer Object Codes

#### Objects Codes 4820 & 4825:

The aggregate account balances in object codes 4820 and 4825 must sum to zero across the University in order to facilitate accurate financial reporting of revenues and expenses across the University. Manual journal entries to record transfer of resources transactions should be entered as debits to object code 4825 to show the resource transfer out and credits to object code 4820 to record the resource transfer in. When summed together, the balances in 4820 and 4825 should net to zero. Furthermore, resource transfers utilizing these object codes between agency funds (9XXXXX) and other University funds (000000-699999) are not appropriate.

Since the fiscal year 1999, the Comptrollers Office has noted that the use of the object codes 4820 and 4825 have not been followed consistently. Beginning in FY 1999, the Comptrollers Office instituted a policy of automatically reversing any such journal entries. When these entries are reversed, the Senior Business Officer of the impacted School/Center will be promptly notified.

If you have any questions concerning this policy, please do not hesitate to contact Carmela Westcott, General Accounting, at 898-1474 or westcott@pobox. Thank you for your attention to this matter.

#### Accounts Payable

Accounts Payable will make every effort to complete all PO Invoices, C-forms, and requests for Finally Closing of a purchase order received by the following dates and times:

- **Purchase Order Invoices**: 08 - Jun - 01 by 12:00 noon
- **C-forms**: 15 - Jun - 01 by 12:00 noon
- **Finally Close Requests**: 15 - Jun - 01 by 12:00 noon

#### Payroll

Please go to the following WWW site for information on Payroll and Salary Management closing schedules:


This site includes dates to run your GRPA and GRPS Salary Management reports, as well as deadlines for processing both weekly and monthly Payroll transactions.

### FinMIS Accounting System Closing Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun '01</td>
<td>06/01/01</td>
<td>06/29/01</td>
</tr>
<tr>
<td>Adj '01</td>
<td>07/01/01</td>
<td>07/20/01</td>
</tr>
<tr>
<td>Jul '01</td>
<td>07/01/01</td>
<td>07/31/01</td>
</tr>
<tr>
<td>Aug '01</td>
<td>08/01/01</td>
<td>08/31/01</td>
</tr>
</tbody>
</table>

The cut-off dates for significant business processes are as follows:

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Cut-Off Date for Receipt by Central Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Receipts</td>
<td>Next to the last business day of the period, 12:00 p.m.</td>
</tr>
<tr>
<td>Central Gifts Receipts</td>
<td>Next to the last business day of the period, 4:00 p.m.</td>
</tr>
<tr>
<td>On-Line Journals</td>
<td>Last day of the period, 6:00 p.m.</td>
</tr>
<tr>
<td>ProCard Journals*</td>
<td>Last Friday of the period, 6:00 p.m.</td>
</tr>
<tr>
<td>Collections</td>
<td>Last Monday of the period, 5:00 p.m.</td>
</tr>
</tbody>
</table>

* Note that ProCard Journals are imported every Friday and remain unposted for one week to allow ProCard holders to revise the account distribution on-line in FinMIS.
Movable Equipment Inventory Project

As a result of new building construction over the past few years that resulted in many of our academic departments moving to new space, and the relocation of many of our administrative departments, the Division of Finance has engaged the professional services firm of American Appraisal Associates, Inc. (AAA) to perform a physical inventory and tagging of movable equipment assets with an acquisition cost greater than $5,000.

This project is necessary in order to meet the Federal requirement to maintain accurate property records to support the depreciation component of our Facility and Administrative cost proposal, and to maintain a comprehensive and accurate property record system.

The inventory will be conducted on a room by room basis throughout over 150 university buildings that support organized research, administration, and instruction and service activities. Residences, Dining and Athletics will be excluded from the project. The project will commence on June 4th, and we anticipate AAA staff to be on campus for nearly two months.
The Penn/Citibank Partner for Student Finance Program

The University of Pennsylvania and The Student Loan Corporation (SLC), a subsidiary of Citibank, have partnered to offer a comprehensive financing program for Penn students. The program includes a customized loan for students attending the MBA program at Penn's Wharton School.

According to Frank Claus, Associate Vice President for Finance, the opportunity to partner with Citibank Student Loans provides Penn students a low-cost private loan program to help finance their education. This comprehensive program will help undergraduates, graduate and professional students in all of Penn's schools and will be of particular advantage to domestic and international students admitted to Wharton School's MBA program.

Citibank will be the preferred lender for private loans. Its CitiAssist® Loan will be offered to graduate and professional students at competitive rates with no loan fees. The Wharton CitiAssist Loan will be offered to all domestic and international students enrolled in its MBA program. Citibank will be the lender for the Penn Guaranteed Loan program for financially-aided undergraduates. All programs offer reduced rates for on-time repayment and for having payments deducted from the borrower's checking account.

PennPlan online

Student Financial Services is pleased to announce its new web-based tool: PennPlan online. PennPlan online is designed to help guide students and families through the process of developing a plan to meet their educational expenses, incorporating eligible financial assistance, available family resources, and monthly payment options. When accessing PennPlan online students and families will be able to:

- view financial aid letter
- tailor budget and expenses to meet their own specific needs
- review a variety of ways to pay for Penn
- use an interactive worksheet to create a plan for meeting their expenses
- estimate their monthly payments using different financing options
- enter information in the strictest confidence - no one has access to their data, not even at Penn.

Currently PennPlan online is offered to freshman students, plans are underway to extend the program to all student populations.

For additional information regarding both programs contact Student Financial Services at 898-1988

Summer Hours

Monday, Wednesday, Thursday, and Friday
9am to 4:45pm
Tuesday,
10am to 4:45pm

Penn rates $5.00 per day plus tax *
Present Penn ID at time of check-in.

For Penn faculty, staff and students traveling for business or pleasure. Fuel surcharge of $1.50 for entire stay currently being assessed.

Directions from Center City

Take the Schuykill Expressway (76 East) to airport. Follow signs to I-95 south. Take I-95 south to the Essington Exit (Exit 9A, not Essington Avenue) onto Rt. 420 South. Make left at light onto Rt. 291 East. Keep going straight to the second left. They are on the left.

Call the Travel Office at 898-3307 for coupons.

Learning and Education Summer 2001
Highlights

Visit the Learning and Education web site http://www.hr.upenn.edu/learning for complete details and to register for these programs.

Free - Special Event - Live Satellite Broadcast at Penn
Unleashing the Idea Virus - featuring Seth Godin  June 12

The best leaders possess the ability to market their ideas, their business and their products and services. Seth Godin will show you how. Seth Godin is a best-selling author, entrepreneur and agent of change. His book, Permission Marketing, was Amazon.com's top 100 best-seller and spent 4 months on the Business-Week best-seller list. Mr. Godin helped Yahoo! integrate direct marketing and Internet promotions into the company's Fusion On-line Marketing program.

Participants' questions will be e-mailed directly to the presenter and will be answered on air during the broadcast.

Back by Popular Demand

The Penn Perspective June 6 & 7

This year we have streamlined the program to a two-day format which will still include the opportunity for you to hear first hand from Penn's leaders regarding critical aspects of the University's structure, mission and future plans.

Professional Development Program July 9 & 10

This program provides you with an opportunity to assess your career, skills and goals, both personal and professional - all within a new streamlined two-day format. Participants of the program will learn about the new market-driven workplace and define their career and their market. They will also learn new skills for succeeding in this workplace.

Transitioning to Management Begins July 17

This program is designed to help new Penn managers and supervisors transition into their new roles with ease. As part of this program, participants will learn about key human resource management principles and their application. Participants meet weekly and also work online, utilizing and becoming familiar with Penn's resources on the web.

Online Learning

Learning and Education offers online courses to meet the University's training needs. This summer, we continue to offer PrimeCommunication and PrimeProject Management Fundamentals. Visit our website http://www.hr.upenn.edu/learning for full descriptions of these programs.

Compensation

Dear Colleagues,

The University's Extra Compensation Policy has been revised and is available on the Division of Human Resources website at http://www.hr.upenn.edu/policy/policies/305.asp.

The purpose of this change is:
- To reinforce the relationship of bonuses to superior performance;
- Improve the use of performance appraisals/letters/memorandums to document performance;
- Improve the payroll processing of this type of payment; and
- To educate managers and supervisors on effective and appropriate uses of alternative rewards.

As part of this revision, the "Additional Pay Form" has been significantly revised. There are three separate forms to be used for specific types of extra compensation, as follows:
- Vacation Payout Form -
  - Performance Bonus (BNS)
  - Incentive Bonus (ICV)
  - Merit Bonus during SALINC (SAL)
  - Hiring Incentives (BNS)

Please note that the department and/or school center is responsible for ensuring and verifying that any staff member recommended for a Performance Bonus has a current performance appraisal or performance letter/memorandum on file in the school/center. The performance appraisal or performance letter/memorandum must document the performance and contributions that warrant the bonus. The "Performance Bonus Pay Form" requires a signature verifying the performance documentation. DHR/Compensation will not process any "Performance Bonus Pay Form" without the appropriate signature verifying the performance documentation.

- Additional Pay Form -
  - Extra Services/Weekly Paid (ES1)
  - Extra Services/Monthly Paid (ES2)
  - Awards (faculty/students) (AWD)
  - Honorarium (HON)

The three new forms can be found under "Payroll" at: http://www.finance.upenn.edu/comptroller/Forms/forms.shtml

We would greatly appreciate your help in communicating this revision in your school or center and your assistance in ensuring that the forms are completed accurately.

Thank you,

Chris Griffith, Director of Compensation
The University of Pennsylvania has awarded a contract to Cendant Mobility to coordinate and manage the relocation of new faculty and staff on behalf of the University of Pennsylvania. Relocation services may be offered to new faculty and staff that have been offered employment with the University of Pennsylvania. These services are intended for new faculty and staff that live at least 50 miles from their place of employment at Penn. Cendant Mobility will be delivering all relocation services including: relocation guidelines counseling; home finding counseling; marketing assistance; household goods; transportation; and relocation expense processing and reporting. The cost for the program is:

- Full service for either a homeowner or renter: $825
- Limited services (only guideline counseling & move management): $400

Copies of the guidelines and additional information related to the relocation program are available on the Acquisition Services website at http://www.purchasing.upenn.edu/commodities/services/moving. Information related to the program but not including the guidelines is also available on the Human Resources website at http://www.hr.upenn.edu/recruitment/hiringofficer/relocation.htm. (The guidelines will only be available on the Acquisition Services website because there is the ability to limit access to these pages to users from a Penn domain.)

Cendant Mobility is the world’s largest provider of relocation management services, assisting corporations, federal agencies, the military and membership organizations with job-related transfers and individually motivated moves. Cendant Mobility has been recognized as a premier provider of mobility services across all market segments they serve. Cendant Mobility assists nearly 118,000 employees each year for more than 1,800 clients of all types and sizes. Cendant Mobility is headquartered in Danbury, Connecticut, and has service centers strategically located in North America, Europe and Asia to insure timely and efficient delivery of relocation services to its clients. Additional information on relocation is available at Cendant Mobility’s website, http://www.cendantmobility.com.

Once a faculty/staff member has been identified to relocate, call 1-800-847-8031, extension-3842 or complete a “Request for Relocation Services” form with the individual’s correct information and fax it to 203-205-3871. The form is available at http://www.hr.upenn.edu/recruitment/hiringofficer/relocation.htm.

Under the section entitled Relocation Guidelines, it is important to identify the appropriate guidelines for relocation services that are being offered to the faculty or staff member. Note: If you are unsure which is the appropriate level of service to provide to the faculty/staff member, please call Penn’s account management team at Cendant Mobility, 1-800-847-8031, extension-3842 and they will assist you in identifying the appropriate level of service. Listed below is a guide for determining the appropriate package:

- Below Grades 25 & Junior Faculty: Basic Relocation Guidelines
- Between Grades 26 and 29: Moderate Relocation Guidelines
- Above Grade 30 & Senior Faculty: Enhanced relocation Guidelines

Upon completion of the “Request for Relocation Services” form, fax it to 203-205-3871*, Attn: University of Pennsylvania Relocation Team. Diane Capone is the Cendant Mobility Client Services Manager.

Once Cendant Mobility has been notified that a faculty/staff member relocation has been authorized, a Client Services Consultant (CSC) from Cendant Mobility will contact you to review the request, in order to insure accuracy in the development of the cost estimate of services. The CSC will e-mail a cost estimate to you for your development of a Service Purchase Order.

If you have any questions regarding this information, please contact the Division of Human Resources, Carol Home Penn at 215-898-1365, or by e-mail at penn@hr.upenn.edu.
Q. Is there an easy way to download salary payments to multiple individuals, across multiple distributions, via BEN/FinMIS?

As you know, only summarized salary information is available via the FinMIS GL. In Salary Management, it is possible to run reports for various different account combinations, but you can only get these reports in printed format, not allowing for any manipulation of data.

A. By making use of the BEN Reports Salary Management set of reports, one can run a report on Employee Payments by Individual. This report can be run based on Home ORG or Posted ORG security, and can cover a range of accounting periods. Once you have run the report, you can click on the "Download full results to Excel" link from the initial results page. This will download all of the detail for all of the individuals listed over the range of dates that you selected. Following are step by step instructions:

1. Log on to BEN Reports
2. Choose the Salary Management set of reports
3. Choose the “Employee Payments by Individual” report
4. Select the option that you would like to see: "Home ORG" or "Posted ORG"
5. Enter the appropriate parameters for the information you require and click on the [Run Report] button
6. From here, you should be viewing a listing of all individuals who fell under the query options as you entered them:

7. Next, click on the "Download full results to Excel" link. This will download all of the detail, for every employee listed, into an Excel spreadsheet which you can then manipulate accordingly.

Note: clicking on an employee's name, then choosing the "Download full results to Excel" link will only allow you to download that employee's information!
New Employee Announcements

Division of Finance - Office of the Vice President for Finance & Treasurer

Effective February 2001, Gregory Tausz joined the Division of Finance as the Director of Financial Administration, Planning and Analysis. He assumes responsibility for the development and management of budgets, financial analysis, planning, fraternity/sorority financial affairs and the day-to-day administration of business issues affecting the Division, including payroll and human resources. Greg arrived at the University in 1997, and most recently held the position of Associate Director of Finance and Administration for the Wharton School. We would like to welcome Greg to the Division and wish him continued success.

Student Financial Services

Judith Creighton, the new Director of Graduate and Professional Student Financial Counseling, joined the Student Financial Services staff on April 2, 2001. Judith comes to the University from the Philadelphia Community College, where she accumulated 15 years of higher education experience. In addition to her impressive professional background, Judith also recently received her Master's Degree in Management from Rosemont College. Her responsibilities here at the University will include the administration of the need-based financial assistance program for Penn's graduate and professional school students, and customer service and marketing administration related to helping graduate and professional students cope with the cost of a Penn education.

The addition of Judith to our staff is a great asset, and we would like to welcome her to the University community.

Office of the Comptroller

On May 5, 2001, Carolyn Doyle joined the Office of the Comptroller in the role of Accountant/Financial Analyst Sr. Carolyn is a CPA and has a background in both public and private sector accounting. Most recently, Carolyn was a Senior Auditor with Parente Randolph LLC, where she conducted year end audits of senior health care facilities and prepared tax returns. Carolyn is working in the General Accounting department, and her immediate responsibility is to coordinate our efforts to streamline the financial closing and analytical processes. Please join us in welcoming Carolyn to Penn.

On March 5, 2001, Mark Copeland joined the Office of the Comptroller in the role of Interfund Accountant. Mark has an extensive background in both profit and not-for-profit accounting. Most recently, he was the Fiscal Manager/Controller at Mt. Airy Bethesda Manor Inc., one of the largest non-profit homeless shelters in the city. At Mt. Airy, Mark was responsible for all accounting functions, financial statement preparation, and supervision of the clerical staff. His primary responsibility at Penn will be the inter-entity accounting with the Health System, and he will be playing a major role in our year-end closing and system upgrade processes.

Please join us in welcoming Mark to Penn.
The Department of Financial Training provides members of the University community with programs focused on the University's financial processes, procedures and systems. These programs cover a wide range of topics which include the University's Chart of Accounts, General Ledger, Purchasing, ProcCard, Sponsored Programs and the Payroll System. Many of these programs have pre-requisites. All programs are offered FREE OF CHARGE.

To register for the following training programs, please see the Financial Training Registration form at http://www.finance.upenn.edu/ftd/tnreg_2k.doc or on page 22 of this issue.

**Chart of Accounts**

**Prerequisite:** None

This two-hour workshop provides participants with a detailed explanation of the University's seven segment, twenty-six digit, Chart of Accounts. Understanding the Chart of Accounts is the gateway for enabling you to initiate transactions as well as analyze & manage your accounting activity thoroughly and effectively.

Also explained at this session is the foundation for Responsibility Center Management (RCM) at the University. A 'Web Expedition' is provided as a homework assignment prior to attending this class. There is also a quiz included at the end of the session.

*(One two hour session)*

**Dates:** July 20 or August 31 or September 14  
**Time:** 11:00 a.m. - 1:00 p.m.  
**Instructor:** Financial Training Department  
**Fee:** Free of Charge  
**Location:** TBA

**Purchasing**

**Prerequisite:** Chart of Accounts

This hands-on training takes place over five half-days and teaches participants the navigational techniques required to use the on-line financial management information system (FinMIS) and how to enter purchase orders into FinMIS. Additional information is provided on policies and procedures related to the decision making process required, prior to entering a purchase order, entering receipts, and after invoicing, for reconciliation purposes. Students will be evaluated by the Trainer on their performance and comfort level prior to receiving access to the FinMIS system. A quiz is also included at the end of this session.

*(Five half-days)*

**Dates:** July 16, 17, 18, 19 & 20 or August 20, 21, 22, 23 & 24 or September 17, 18, 19 & 20  
**Time:** 9:00 a.m. - 1:00 p.m.  
**Instructor:** Financial Training Department  
**Fee:** Free of Charge  
**Location:** TBA

**General Ledger**

**Prerequisite:** Chart of Accounts

This hands-on training takes place over 5 half-days and teaches participants the basic accounting and budgeting processes required to conduct business at Penn. Included are reviews of the business processes and policies, such as determining your funds available; performing an inquiry on your accounting activity; entering a budget into FinMIS; and preparing an on-line journal entry. In addition, you will be introduced to the naming conventions for all general ledger transactions, how to retrieve Procard and suspense transactions for adjustment, as required; and how to run standard General Ledger reports.

The new features utilizing your web browser, namely Revenue/Expense Inquiry, Budget Journal Entry, and BEN Reports financials, will also be demonstrated in this training session. On the final day of training, we will be reviewing the reporting functions necessary in your role as fiscal stewards of the University. Students will be evaluated by the Trainer on their performance and comfort level prior to receiving access to the FinMIS system. A quiz is also included at the end of this session.

*(Five half-days)*

**Dates:** June 5 or July 24 or August 21 or September 18  
**Time:** Check Financial Training Calendar  
**Instructor:** Financial Training Department  
**Fee:** Free of Charge  
**Location:** TBA

**Freeze Grant User**

This training session is for end users with job responsibilities relating to grants and contracts, who would like the ability to freeze and/or unfreeze grants.

*(Two Hours)*

**Dates:** June 5 or July 24 or August 21 or September 18  
**Time:** Check Financial Training Calendar  
**Instructor:** Financial Training Department  
**Fee:** Free of Charge  
**Location:** TBA

CONTINUED ON NEXT PAGE
FINANCIAL TRAINING DEPARTMENT (cont.)

BEN Reports

Prerequisite: Chart of Accounts

This two-hour training session will be a demonstration of the new web-based query tool titled BEN Reports. BEN Reports allows authorized users to run predefined reports against the Data Warehouse using a web browser. The application includes:

* Financial Reports
  - Budget/Actual Variance
  - General Ledger Revenue/Expense Detail
  - RCM Category Comparison
* Salary Management reports
  - Employee Payments by Fund
  - Employee Payments by Individual
* GRAM (Grants Reporting and Management)
* Protocol

(One two-hour session)

Dates: June 4 or July 27 or August 2 or September 21
Time: 11:00 a.m. - 1:00 p.m.
Instructor: Financial Training Department
Fee: Free of Charge
Location: TBA

Payroll/Personnel System

Prerequisite: Chart of Accounts

This combination lecture and hands-on training takes place over 5 half days and provides participants with a basic understanding of personnel and payroll terminology. Covered throughout the week is an overview of Penn's structure; how to create positions; documentation requirements for all employee types; payroll transactions to be executed based on various human resource actions; and use of the on-line system for creating and updating payroll records, time reporting, salary management for obtaining reports and reallocation of salary transactions.

(Four half days, One full day)

Dates: July 9, 10, 11, 12, 13 or August 6, 7, 8, 9, 10 or September 4, 5, 6, 7
Time: 9:00 a.m. - 1:00 p.m. (Third day of training is 9:00 a.m. - 5:00 p.m.)
Instructor: Financial Training Dept., Division of Finance Staff,
Human Resources Staff, Office of International Programs Staff
Fee: Free of Charge
Location: TBA

Procurement Credit Card (ProCard)

Who should attend? Individuals buying goods and services on behalf of the University using a Procard.

This one and one-half hour training session provides an overview for the University's procurement credit card program and supplements Chapter 5 of FinMIS General Ledger training. Highlighted will be the ordering process, documentation, disputed transactions, ease of use, restricted commodities, and card misuse. There will also be a demonstration of the on-line ProCard system, including security clearance, FinMIS browse screens, and updating transactions in which the default account number to be charged for the purchase can be changed.

(1 1/2-hour session)

Dates: June 13 or June 20 or July 11 or July 18 or August 22 or August 29 or September 19 or September 26
Time: 9:30 a.m.-11:00 a.m.
Instructor: Pat Baxter, Procard Administrator
Carol Brandt, Acquisition Services
Fee: Free of Charge
Location: Suite 427A, 3401 Walnut

Accounting & Business Certification Program

The Accounting & Business Certification Program is currently being redesigned. This program is for all University staff members involved in the financial transactions of their area. The ABC program comprises several courses designed to provide University staff members with the training needed in order to fulfill their fiscal responsibilities with regard to business functions in accordance with internal and external policies, procedures and regulations. Dates, times and locations will be announced and distributed. The courses will include the following:

Introduction - Stewardship
Budget & Management Overview
Purchasing Overview
Accounts Payable Overview
Travel Overview
Treasurer's Office Overview
Payroll Overview
General Accounting Overview
Research Services Overview
Risk Management Overview
# Financial Training Department

**June 2001 — September 2001**

To register for a session RED go to the on-line course registration website at [http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp](http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp)

To register for all other training courses go to [http://www.finance.upenn.edu/ftd/tnreg_2k.doc](http://www.finance.upenn.edu/ftd/tnreg_2k.doc)

## JUNE, 2001

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<thead>
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<th>Friday</th>
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<td>8</td>
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<tr>
<td>General Ledger 9:00 - 11:00</td>
<td>Freeze Grants 10:00 - 12:00</td>
<td>Project Mgmt Part II 10:00 - 12:00</td>
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<td>Procard 9:30 - 11:00</td>
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<td>Procard 9:30 - 11:00</td>
<td>Sponsored Program Workshop (TBA) 10:00-12:00</td>
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## JULY, 2001

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<td>Payroll/Personnel 9:00 - 1:00</td>
<td>Payroll/Personnel 9:00 - 1:00</td>
<td>Payroll/Personnel 9:00 - 5:00</td>
<td>Payroll/Personnel 9:00 - 1:00</td>
<td>Payroll/Personnel 9:00 - 1:00</td>
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<td>Purchasing 9:00 - 1:00</td>
<td>Purchasing 9:00 - 1:00</td>
<td>Purchasing 9:00 - 1:00</td>
<td>Purchasing 9:00 - 1:00</td>
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## AUGUST, 2001

<table>
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<td>Purchasing 9:00 - 1:00</td>
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<td>General Ledger 9:00 - 1:00</td>
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## SEPTEMBER, 2001

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<td>17</td>
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<td>24</td>
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<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>Procard 9:30 - 11:00</td>
<td>Procard 9:30 - 11:00</td>
<td>Procard 9:30 - 11:00</td>
<td>Procard 9:30 - 11:00</td>
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</tbody>
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**Financial Training Department**

**June 2001 — September 2001**

To register for a session RED go to the on-line course registration website at [http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp](http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp)

To register for all other training courses go to [http://www.finance.upenn.edu/ftd/tnreg_2k.doc](http://www.finance.upenn.edu/ftd/tnreg_2k.doc)
University of Pennsylvania Financial Training Registration

Please complete the following information and return to:
Financial Training Department • Suite 714 Franklin Building • Fax 898-9954 • Phone: 573-5603
Visit us at our web page http://www.finance.upenn.edu/ftd/

Chart of Accounts  One two-hour session
Purchasing  Five half-day sessions
General Ledger*  Five half-day sessions
BEN Reports**  One two-hour session

Freeze Grant User  One two-hour session
Payroll/Personnel  Five half-day session
Procard  Please go to the following web address:
http://www.hr.upenn.edu/training_coursecatalog/search_criteria.asp

Please note: You will be notified via e-mail of the dates and location for which you are to be scheduled.
*If you are responsible for Purchasing functions only, you are not required to attend the General Ledger sessions.
**If you are registered for General Ledger, you will automatically be included in this training session.

Personal Data: (Please print or type)
Name: ________________________________________________________ Years at Penn: ________________________________
SSN: _____________________________- _________________- __________________ Title: ____________________________
School/Center: ________________________________________________ Department: ____________________________
Campus Phone: _____________________________- ____________________________ E-mail: ____________________  @ ___________________

Education and Training: Circle and complete the appropriate answer
Do you have a business degree? Y N Major: __________________________ Year earned: ___________
Have you ever taken an Accounting course? Y N Name: __________________________ Year taken: ___________

Computer Experience: Please select the appropriate response

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Lotus or Excel</th>
<th>Word Processing</th>
<th>Windows</th>
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<td>3 - Frequent Use</td>
<td>3 2 1</td>
<td>3 2 1</td>
<td>3 2 1</td>
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<tr>
<td>2 - Use on occasion</td>
<td>WWW/Internet</td>
<td>Mac or PC</td>
<td>E-mail</td>
</tr>
<tr>
<td>1 - Never use</td>
<td>3 2 1</td>
<td>3 2 1</td>
<td>3 2 1</td>
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</table>

Financial Responsibilities: Circle or complete the appropriate answer

<table>
<thead>
<tr>
<th>Process purchase orders</th>
<th>Approve purchase orders</th>
<th>Review and adjust Procard transactions</th>
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<tbody>
<tr>
<td>Y N</td>
<td>Y N</td>
<td>Y N</td>
</tr>
<tr>
<td>Manage Unrestricted fund(s)</td>
<td>Manage Sponsored Program fund(s)</td>
<td>Manage Gift fund(s)</td>
</tr>
<tr>
<td>Y N</td>
<td>Y N</td>
<td>Y N</td>
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</table>

Familiarity with University financial policies and procedures: Please select the appropriate response

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>Acquisition Services (Purchasing)</th>
<th>Budget &amp; Management</th>
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</thead>
<tbody>
<tr>
<td>3 2 1</td>
<td>3 2 1</td>
<td>3 2 1</td>
</tr>
<tr>
<td>Payroll</td>
<td>Research Service</td>
<td>Travel</td>
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</tbody>
</table>

Employee Signature: __________________________________________________________ Date: ________________________
Supervisor Name: (printed) _____________________________ Signature: __________________________ Date: ________________________
School/Center Access Administrator Signature: __________________________________________ Date: ________________________

Both the Supervisor’s and the Access Administrator Signature are REQUIRED. Thank You!
For a complete list of the Access Administrators please see http://www.finance.upenn.edu/comptroller/FinMIS/acc_admin.shtml
<table>
<thead>
<tr>
<th>School/Center</th>
<th>Name</th>
<th>Sch/Ctr#</th>
<th>Phone</th>
<th>E-mail Address</th>
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</thead>
<tbody>
<tr>
<td>Annenberg Center</td>
<td>Darlene Sparks</td>
<td>19</td>
<td>8-6704</td>
<td>sparksjd@pobox</td>
</tr>
<tr>
<td>Annenberg School</td>
<td>Donna Burdumy</td>
<td>36</td>
<td>8-7053</td>
<td>dburdumy@asc</td>
</tr>
<tr>
<td>Audit &amp; Compliance</td>
<td>Patricia O’Toole*</td>
<td>78</td>
<td>8-7260</td>
<td>patricia_o_toole@uphs</td>
</tr>
<tr>
<td>Business/Campus Services</td>
<td>Peggy McGee-Pasceri</td>
<td>93,95</td>
<td>8-9302</td>
<td>mcygepas@pobox</td>
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<tr>
<td>Dental</td>
<td>Linda Kristekas</td>
<td>51</td>
<td>8-5405</td>
<td><a href="mailto:linda@biochem.dental">linda@biochem.dental</a></td>
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<tr>
<td>Development</td>
<td>Joanne Gorman</td>
<td>90</td>
<td>8-8185</td>
<td><a href="mailto:gorman@ben.dev">gorman@ben.dev</a></td>
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<tr>
<td>DRIA</td>
<td>Jeannette Parker</td>
<td>24</td>
<td>8-3284</td>
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<tr>
<td>Engineering</td>
<td>Christopher Bristow</td>
<td>13</td>
<td>8-7916</td>
<td>bристow@seas</td>
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<tr>
<td>EVP</td>
<td>Sara Gallagher</td>
<td>98</td>
<td>3-5263</td>
<td>sarag@pobox</td>
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<tr>
<td>Facilities Management</td>
<td>Kevin Schrecengost</td>
<td>96, 97</td>
<td>8-4242</td>
<td>kd_schrec@pobox</td>
</tr>
<tr>
<td>Finance</td>
<td>Greg Tausz</td>
<td>87</td>
<td>8-5422</td>
<td>tauszg@pobox</td>
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<tr>
<td>Finance (SFS)</td>
<td>Michael Merritt</td>
<td>87</td>
<td>8-9971</td>
<td>merritt@sf</td>
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<tr>
<td>Grad Ed</td>
<td>Janet Plantan</td>
<td>32</td>
<td>8-3039</td>
<td>janetp@gse</td>
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<tr>
<td>GSFA</td>
<td>Kathy Lorenz</td>
<td>33</td>
<td>3-3679</td>
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<tr>
<td>Human Resources</td>
<td>Gary Truhlar</td>
<td>92</td>
<td>8-5896</td>
<td>truhlar@hr</td>
</tr>
<tr>
<td>ICA</td>
<td>Cassandra Green</td>
<td>61</td>
<td>8-5118</td>
<td>cass@pobox</td>
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<tr>
<td>Int'l Programs</td>
<td>Julie Shuttleworth</td>
<td>62</td>
<td>8-1644</td>
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<tr>
<td>ISC</td>
<td>Marilyn Jost</td>
<td>91</td>
<td>3-8406</td>
<td>jost@isc</td>
</tr>
<tr>
<td>Law</td>
<td>Emie Gonsalves</td>
<td>56</td>
<td>8-6430</td>
<td>egonsalv@law</td>
</tr>
<tr>
<td>Library</td>
<td>John Keane*</td>
<td>50</td>
<td>8-5933</td>
<td>keane@pobox</td>
</tr>
<tr>
<td>Medicine</td>
<td>Merceda Lafferty</td>
<td>21,40,88</td>
<td>3-4064</td>
<td><a href="mailto:merceda@mail.med">merceda@mail.med</a></td>
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<tr>
<td>Morris Arboretum</td>
<td>Mark Zohar</td>
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<td>247-5777</td>
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<tr>
<td>Museum</td>
<td>Alan Waldt</td>
<td>26</td>
<td>8-4052</td>
<td>awaldt@sas</td>
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<tr>
<td>Nursing</td>
<td>Dennis Matthews</td>
<td>06</td>
<td>8-6954</td>
<td>dmatthew@nursing</td>
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<td>President</td>
<td>Janet Dwyer</td>
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<td>Mai Friedman</td>
<td>04,83</td>
<td>8-6841</td>
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<tr>
<td>Public Safety</td>
<td>Anthony Whittington</td>
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<tr>
<td>SAS</td>
<td>Sophie Luzecky</td>
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<tr>
<td>Social Work</td>
<td>Vicki McGarvey</td>
<td>35</td>
<td>8-5527</td>
<td>vlm@ssw</td>
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<tr>
<td>University Life</td>
<td>William Turner</td>
<td>84,85,86</td>
<td>8-4922</td>
<td>turer@ssw</td>
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<tr>
<td>Veterinary</td>
<td>Kelly Ardis</td>
<td>58</td>
<td>8-4597</td>
<td>kda@vet</td>
</tr>
<tr>
<td>Wharton</td>
<td>Andrea Rollins</td>
<td>07</td>
<td>8-2691</td>
<td>rollins@wharton</td>
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* Acting Access Administrator